

*Policy  
Review*

3 April 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 20

SUBJECT: Central Files System.

1. The enclosed memorandum from the Acting Administrative Officer, announces the establishment of a Central File and Record System for the Central Intelligence Group, to be located in Room 4133.

2. The Central Planning Staff will follow the procedure given below in preparing correspondence:

a. Copies of correspondence prepared for use only in the Central Planning Staff will not be sent to the Central Files.

Examples: Inter-Staff memorandums  
Planning Directives

b. Two copies of all other correspondence will be sent to Central Files.

Examples: Memorandums to Divisions of C.I.G. outside  
the Central Planning Staff  
Correspondence to outside agencies and  
departments

FOR THE ACTING CHIEF, CENTRAL PLANNING STAFF:

25X1A

Acting Assistant Chief, Central Planning Staff

Enclosure:

As noted in 1. above  
Distribution:  
Secretary, NIA  
Administrative Officer  
Policy and Review  
Intelligence  
Information  
Security  
Approved For Release 2000/09/11 : CIA-RDP64-00658A000100290018-8  
Central Files (2 copies)